



Republic of the Philippines
OFFICE OF THE CITY TREASURER
LICENSE DIVISION
 Bacolod City

THE CITY TREASURER
 Bacolod City

Date Filed: _____

Sir/Madam:

May I have the honor to apply for **official retirement of my business effective**

 (month) (day) (year)

Data pertaining to the business being applied for retirement are as follows:

Business Name: _____

Line of Business to be retired: _____

Owner: _____

Business Address: _____

Gross Sales: Year: _____ ₱ _____ Year: _____ ₱ _____ Year: _____ ₱ _____

Latest Mayor's Permit No.: _____

(1) REVENUE INSPECTION & MISCELLANEOUS SERVICES SECTION:

Very truly yours,

Control No.: _____

ON-SITE INSPECTION REMARKS: _____

 (SIGNATURE OVER PRINTED NAME OF
 OWNER / AUTHORIZED PERSON)

JAN MICHAEL VINCENT C. PETIERRE /
JOHN ALEXANDER E. PORRAS
 Ticket Checker

(2) BILLING SECTION:

Dormant E-Bis

BERNADETH A. CALIMPONG / BETTY JANE G. RAMIREZ
 Ticket Checker / Clerk II

(3) ASSESSMENT SECTION:

YEAR	GROSS SALES	TAX DUE	TAX PAID	TAX DEFICIENCY

VERIFIED BY: _____

(4) RECORDS SECTION:

Tax Deficiency upon Retirement: ₱ _____

Paid under O.R. No.: _____ Date: _____

Date of Cancellation of Business Permit: _____

Business Plate No.: _____

(6) APPROVED:

ALFREDO ABELARDO B. BENITEZ
 City Mayor

By: Authority of the City Mayor

POSTED BY: _____

(5) RECOMMENDING APPROVAL:

ARLENE J. MEMORIA
 City Treasurer

By: Authority of the City Treasurer

JOSE ERNIE N. CARPINTERO
 Local Treasury Operations Officer IV
 CTO – LICENSE DIVISION

STELA ROSE JOQUINO – RAYOS
 Licensing Officer IV

CMO – PERMITS & LICENSING DIVISION

(Pls go back to the CTO – License Division for filing and encoding purposes)

REQUIREMENTS FOR RETIREMENT OF BUSINESS:

1. Certification for closure of business from the Barangay where the business is located. (Original)
2. Affidavit of Closure signed by the Owner/Authorized Person. (Original)
3. Secretary's Certificate (Board Resolution) **FOR CORPORATION ONLY** (Original)
4. Income Tax Return w/ financial statements (3 years back)
5. Surrender the **ORIGINAL** copy of latest Mayor's Permit. If **LOST**, please provide Affidavit of Loss.

Note: This certification is not valid if it contains erasures or alterations.